



Building & Construction Authority (BCA)

Advertisement Licensing System (ALS)

User Manual

Version 1.3

02/11/2014



SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0	09/08/2014	First Release
1.1	10/08/2014	Context changes
1.2	12/08/2014	Context changes
1.3	02/11/2014	Image Updates



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1. What is Advertisement Licensing System (ALS)

As part of BCA's continuous efforts to enhance our service delivery, we have redesigned the current consultation and licence application processes. A new Advertisement Licensing System (ALS) is introduced. All consultations and licence applications will have to be done via ALS. Walk-in customers at the BCA counter will be guided to use ALS at the kiosk by our officers.

2. How to access ALS?

URL: <https://www.bca.gov.sg/AdvertisementLicence/>

3. Contact BCA Helpdesk

Address: 5 Maxwell Road #02-00
Tower Block, MND Complex
Singapore (069110)

Operating Hours: Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm

Email: bca_enquiry@bca.gov.sg

Enquiry Hotline: [1800-3425222](tel:1800-3425222)

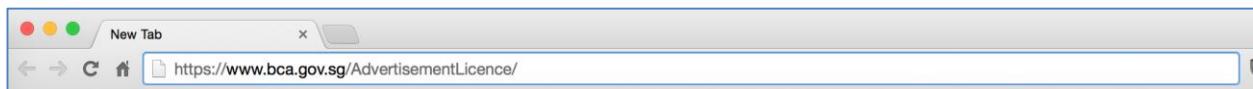


4. New Account Creation for New Users

- Launch an instance of ALS application in any web browser (e.g. **Google Chrome**).



- Type the URL to access ALS application (<http://www.bca.gov.sg/advertisementLicence>) in the address bar.





- Submit the above mentioned URL in the browser window, it will display the application landing page as shown below:

Building and Construction Authority
We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

Singapore Government
Integrity • Service • Excellence

Contact Info / Sitemap

Steps to Apply For Licence

Step 1 Create new account/Login to ALS.

Step 2 Submit proposal for consultation.

Step 3 Pay licence fee

Quick Links

→ Submit Consultation? Click here...

→ Request Licence Renewal? Click here...

Advertisement Licensing System

ALS (Advertisement Licensing System) is an online portal for you to submit new advertisement licence and enquire on the status of your application.

[Login with ALS Account](#)

[First Time ALS Account Registration](#)

[Login with SingPass Account](#)

Announcement

- ALS Pilot Run

Click Here To Report on Displayed Signs

Useful Links

- GIRO Form
- Guidelines & Map
- Feedback
- Terms & Conditions
- FAQs

ALS e-Learning



- New users has to click "First Time ALS Account Registration" button which displays the following page for registration:

[First Time ALS Account Registration ▶](#)

Building and Construction Authority

We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

[Contact Info](#) / [Sitemap](#)

Home > ALS Account Registration

ALS Account Detail

Type/ID *	-Select- <input type="button" value="▼"/>		
Name *			
Designation			
Registered Address *			
Postal Code *			
Blk/House No. *			
Unit No.		-	
Street Name *			
Building Name			
Contact Person Name *			
Contact Phone No *			
Contact Email Address *			
Attach Authorisation Letter	<input type="file"/>	<input type="button" value="Browse"/>	
<input type="button" value="Register"/> <input type="button" value="Cancel"/>			



- Key in all details in the following form and click "Register" button or navigate back to the landing page of ALS by clicking "Cancel" button.

Home > ALS Account Registration

ALS Account Detail

Type/ID *	UEN	-	SEARCH
Company Name*	ABC LTD		
Registered Address			
Postal Code *	3394		
Blk/House No.*			
Unit No.		-	
Street Name *	JALIL CHAMPS		
Building Name	JALIL GARDENS		
Contact Person Name*	ABC ABC		
Designation	ABC ABC		
Contact Phone No *	33333333		
Contact Email Address *	ABC@GMAIL.COM		
Attach Authorisation Letter	<input type="file"/>	Browse	
Register Cancel			



Notes:

- Asteric remark beside the label mean mandatory field and must fill-in to complete the process. (e.g. Name)
- On successful registration following message is displayed:



Thank you for registering with us! An acknowledgement
with login credentials has been sent to your E-mail.

OK

- Clicking "OK" button will directs user to home-page.
- A Login ID and Password will be sent to the user's email address.

You Have Successfully Registered For An Account At BCA Advertisement Licensing System. Print Email Close

BCA_ALS <bca_e_adv@bca.gov.sg>3:35 PM (2 minutes ago) Star Reply Forward
to me

Dear Sir/Mdm,

Welcome to www.bca.gov.sg. Thank you for registering with us. Here is your account information.

Username: G09182390Z
Password: F&s8%6LbP^

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgement. Please do not reply to this email.

Login ID and Password given in the email will be used to login into ALS account.



5. Login in ALS

User able to login to ALS account with two methods:

- SingPass-ID via SingPass authentication.
- ALS login-ID via built-in ALS authentication.

5.1. Login via SingPass authentication

- Click on "Login with SingPass Account" button on ALS Landing Page

[Login with SingPass Account](#)

- ALS will redirect to SingPass Authentication Page.

Singapore Personal Access

Welcome
to SingPass Authentication Service

Security Advisory

In a recent incident, a number of SingPass accounts were potentially accessed without the users' permission. This matter is currently under investigation by the police. The passwords of affected users have been reset to prevent further unauthorised access. Letters have already been sent to all affected users.

We would like to assure all users that the SingPass system was not compromised and the vast majority of SingPass users are not affected by this incident.

For better protection of your SingPass account, all users are advised to use strong passwords that are alphanumeric with 8-24 characters, preferably with caps and symbols. Also remember to reset your passwords regularly.

You can visit the GoSafe Online website at www.gosafeonline.sg to learn more about how to protect yourself against cyber threats

SingPass ID (Enter your [Identification Number](#))
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Submit **Cancel** **Change SingPass**

- Enter SingPass ID and SingPass Password.
- After entering SingPass credentials click "**Submit**" button.



SingPass ID (Enter your [Identification Number](#))
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

- Once clicking submit user will be redirected to “SingPass Security Verification Page” and needs to key in security code and click "Submit" button:

Welcome
to SingPass Authentication Service

You are seeing this security verification page because you failed to login successfully during one of your previous login attempts. It does NOT mean that the ID or password that you have just entered is wrong.

This security verification is a security measure to safeguard against unauthorised access to your account.
Click [here](#) to view more details about the New SingPass Security Enhancements.

Security Verification

Enter Security Code

(Please enter the case-sensitive text as seen in the image into the text box provided. If the image is not readable, please click on "Refresh Image" to get a new image.)

Security Code [Refresh Image](#)

- Successful authentication by SingPass, user will log into ALS.
- Unsuccessful authentication by SingPass will displays an error message.



5.2. Login via ALS Account

- Users registered with ALS will have ALS Login-ID and Password which will be received in email and used to login into the ALS.
- On the ALS landing page, click "**Login with ALS Account**" button to be directed to the following login screen.

The screenshot shows the ALS Account Login interface. It features a blue header bar with the text "ALS Account Login". Below this are two input fields: one for "Login ID" and one for "Password". Underneath the password field are two links: "Forgot Password" and "Registration". At the bottom of the form are two buttons: a blue "Log In" button and a grey "Cancel" button. The background of the page includes the BCA logo and the Singapore Government logo with the tagline "Integrity • Service • Excellence". There are also links for "Contact Info / Sitemap".



- Key in the Login-ID and Password, then click on "Log In" button:

The screenshot shows the 'ALS Account Login' interface. It has a blue header bar with the title. Below it is a white form area. On the left, there's a 'Login ID' label with a text input field containing '58146286285'. To its right is a 'Password' label with a text input field containing several dots. At the bottom of the form are two buttons: a blue 'Log In' button and a grey 'Cancel' button. Above the 'Log In' button are links for 'Forgot Password' and 'Registration'.

- Successful login will direct user to the application homepage:

The screenshot shows the BCA application homepage for user 'Amit Mathur'. The top navigation bar includes the BCA logo, a tagline 'we shape a safe, high quality, sustainable and friendly built environment.', and links for 'Singapore Government', 'Contact Info / Sitemap', and 'Log Out'. A sidebar on the left lists 'Profile' (My Profile, Change Password, Messages), 'Inbox' (Consultation, Formal Application, Correspondence), and 'Rating' (Rate e-Service). The main content area displays two informational boxes: one about applying for a license and another about checking formal application status. At the bottom, there's a copyright notice and a note about browser compatibility.

- It is recommended to change the password for first time login users.



- The password can be changed by using the “**Change password**” function. Click “**Change Password**” under “**Profile**” section:



- On clicking the “**Change Password**” link the user will be prompted to key in details as shown below:

The screenshot shows the 'Change Password' page of the ALS system. At the top, there is a navigation bar with the BCA logo, the text 'Building and Construction Authority', a tagline 'We shape a safe, high quality, sustainable and friendly built environment.', and links for 'Contact Info / Sitemap' and 'Log Out'. On the left, a vertical sidebar menu lists 'Profile', 'My Profile', 'Change Password', 'Messages', 'Inbox', 'Consultation', 'Formal Application', 'Correspondence', 'Rating', and 'Rate e-Service'. The main content area has a title 'Change Password' and a note 'version: 1.0'. It contains three input fields: 'Current Password *' (with a placeholder box), 'New Password *' (with a placeholder box), and 'Confirm Password *' (with a placeholder box). Below the fields are two buttons: 'OK' and 'Reset'.



- Key in the current and the new password.

Change Password

version: 1.0

Current Password *

New Password *

Confirm Password *

OK Reset

- While changing the password, remember to enter all the required fields.

Change Password

version: 1.0

Current Password *

New Password *

Confirm Password *

OK Reset

Password must contain at least 8 characters include minimum 2 Alpha characters, 2 numeric & 2 special characters.

- After keying in the details click "**OK**" button to submit the changes or click "**Reset**" button to reset all the fields.



- Check user registered email for a confirmation message regarding password changed:

The screenshot shows an email titled "BCA ALS Password Changed Successfully" in the inbox. The email is from "BCA_ALS <bca_e_adv@bca.gov.sg>" and was sent "to me" at 3:37 PM (2 minutes ago). The message body contains the following text:

Dear Sir/Mdm,

The password for your ALS Account Id UEN/G09182390Z has been changed successfully.

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- After this step the user will be logged out of the system and they have to login again using the new/ updated password.
- Key in the user Login-ID and new Password.

The screenshot shows the "ALS Account Login" page. It features a blue header bar. Below it, there are two input fields: "Login ID" containing "58146286285" and "Password" containing several dots. At the bottom, there are links for "Forgot Password" and "Registration", and two buttons: "Log In" (in blue) and "Cancel".

- Click "Log In" to get directed to the ALS home-page.



6. Public Home-Page

After successful login, user is directed to the home page as shown below:

Welcome Amit Mathur

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home

To apply licence for signage, [click here](#) to submit new consultation .Note: Consultation is mandatory

To check the status of my [formal applications](#).

- Home-Page of the application has the following two sections:
 - a) For new consultation, use the following section:

To apply licence for signage, [click here](#) to submit new consultation .Note: Consultation is mandatory

- b) To view the status of a Formal Application, use the following section:

formal applications' with an exclamation mark icon."/>

To check the status of my [formal applications](#).



7. Profile

Profile section displays all the information related to user's account with options to:

- Update/change particulars
- Reset password
- View messages

7.1. My Profile

- To view profile details, click "**My Profile**":

The screenshot shows the 'My Profile' page of the BCA Advertisement Licensing System (ALS). The top navigation bar includes the BCA logo, the text 'Advertisement Licensing System (ALS)', and 'ALS User Manual'. On the right side of the top bar are links for 'Contact Info / Sitemap' and 'Log Out'. The main content area has a blue header bar with 'Welcome Amrik' on the left and 'Log Out' on the right. Below this is a sidebar with categories: 'Profile' (selected), 'My Profile' (link), 'Change Password', 'Messages'; 'Inbox' (selected), 'Consultation', 'Formal Application', 'Correspondence', 'Cancellation Request'; 'Rating' (selected), 'Rate e-Service'. The main content area shows the following profile details:

My Profile		version: 1.0
Type/Id	JEDM-Amrik	
Company Name	Amrik	
Registered Address		
Postal Code	123456	
Blk/House No *	2342N	
Unit No	29-2943	
Street Name *	ANG MO KIO STREET 12	
Building Name	Penta	
Contact Person Name *	Amrik	
Designation	Test	
Contact Email Address *	amrik10@email.com	
Contact Phone No *	9478057166	

Edit Profile

- To edit the Profile, click "**Edit Profile**" button.



- All the details will be displayed in editable mode.
- Change the required fields and click “Save” button.

My Profile version: 1.0

Type/Id	UEN/58146286285
Company Name	Taufik Baitusah
Name *	<input type="text" value="Taufik Baitusah"/>
EmailAddress *	<input type="text" value="tauhirmangarha@gmail.com"/>
Phone No *	<input type="text" value="65 8 398437279"/>
Registered Address	
Postal Code	<input type="text" value="018847"/>
Blk/House No *	<input text"="" type="text" value="13"/> - <input type="text" value="8253"/>
Street Name *	<input type="text" value="MARINA COASTAL DRIVE"/>
Building Name	<input type="text" value="MARINA BAY CRUISE CENTRE SINGAPORE"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

7.2. Change Password

Use this function to reset the account password, [click here](#) to view details.



7.3. Messages

- Click "Messages".
- Task alerts can be viewed in user 'Messages' module.
- The following screen-shot displays message received on Consultation Submission.

No	Module Name / Reference No	Received Date	View
1	Consultation[PA/204/2014/8/8]	8/8/2014	View Message

- Click on the "View Message" link to view the message details:

Module Name	ConsultationPA/204/2014/8/8
Meassage	PA/204/2014/8/8Presubmission has been submit successfully
Received Date	8/8/2014

- Similar messages corresponding to different events for the application can be viewed in this module.



8. Inbox

Inbox displays task specific modules (e.g. Consultation, Formal Application).

8.1. Consultation

- Click on "**Consultation**" in the left menu under **Inbox** section.

The screenshot shows the BCA Advertisement Licensing System (ALS) inbox page for Consultation. At the top, there is a header with the BCA logo, the text "Advertisement Licensing System (ALS)", and "ALS User Manual". To the right of the header is the text "Building & Construction Authority (BCA)". Below the header, there is a sub-header "Inbox". On the left side, there is a vertical navigation menu with the following options: Profile, My Profile, Change Password, Messages, **Inbox**, Consultation, Formal Application, Correspondence, Rating, and Rate e-Service. The "Inbox" option is highlighted. In the main content area, there is a breadcrumb navigation "Home > My Submission". Below the breadcrumb is a search bar with dropdown menus for "Status" and "All", and a magnifying glass icon. To the right of the search bar is a blue button labeled "Create New Consultation". Below the search bar, the text "No Record Found." is displayed.

- Click "**Create new Consultation**" button to apply for a new consultation.

The screenshot shows a close-up of the "Create New Consultation" button from the previous screenshot. The button is located in the bottom right corner of the main content area. The background of the main content area shows the same search interface as the previous screenshot.



- To submit a new consultation, user are required to complete all the steps as displayed below:

Welcome Amit Mathur

Profile

My Profile
Change Password
Messages

Inbox

Consultation
Formal Application
Correspondence

Rating

Rate e-Service

Home > My Submission

1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 10 Minutes To Complete

Welcome to Consultation Submission

Submission Requirements

Signage Guidelines and Regulations

Check List

Terms of use

I understand and agree to the above privacy statement and terms and conditions.

Start

[Notes: You are required to comply with all prevailing laws and regulations. In addition, please ensure that the content of the advertisement is not in conflict with the Singapore Code of Advertising Practice that is administered by the Advertising Standards Authority of Singapore (ASAS).]

Version: 1.0

Steps for New Consultation Submission:

- T&C (Terms and Conditions).**
- Contact Person Information.**
- Applicant Information.**
- Location Signage Information.**
- Summary.**



Step 1 - Terms and Conditions

- Read the terms and check the checkbox to agree to the statement “**I understand and agree to the above privacy statement and terms and conditions**”.

The screenshot shows the 'Step 1 - Terms and Conditions' page of the ALS user manual. At the top, there is a navigation bar with five steps: 1 T & C, 2 Contact Person, 3 Applicant, 4 Location/Sign, and 5 Summary. Below the navigation bar, a message states 'This Form Will Take Approximately 10 Minutes To Complete'. The main content area is titled 'Welcome to Consultation Submission'. It contains four links with icons: 'Submission Requirements' (document icon), 'Signage Guidelines and Regulations' (document icon), 'Check List' (document icon), and 'Terms of use' (document icon). Below these links is a checkbox labeled 'I understand and agree to the above privacy statement and terms and conditions.' followed by a 'Start' button. A note at the bottom left reads '[Notes: You are required to comply with all prevailing laws and regulations. In addition, please ensure that the content of the advertisement is not in conflict with the Singapore Code of Advertising Practice that is administered by the Advertising Standards Authority of Singapore (ASAS).]' and a 'Version: 1.0' label at the bottom right.

- To start submission process, click the “Start” button.



This Form Will Take Approximately 1 Minutes To Complete

Welcome to Consultation Submission

Do you want the consultation submission be converted to formal application once it has been allowed? Yes No

Are you applying for licence for signs at bus shelter/ taxi stand/ lamp post/ directional sign? Yes No

Save & Next Save & Exit Back

Version: 1.0

- The above screen shows two conditions.
 - In first condition “**Do you want the consultation submission convert to formal application once it is approved?**”

By default “**Yes**” button is selected which signify that user consultation for the sign submissions will be converted to formal application.



Notes:

- Consultation will be automatically converted to **Formal Application** without user additional action if BCA has given positive consultation comments.

User may select “**No**” button if user wish to manually convert the consultation for the sign submission to **Formal Application** after the consultation process is completed and approved by BCA.



Notes:

- User who selects “**No**” option needs to manually convert from Consultation to Formal Application once user has submitted the complete drawings/ documents.



2. In second condition “Are you applying licence for bus shelter / taxi stand / lamp post / directional sign?”

By default “**No**” button is selected meaning not applying licence for bus shelter / taxi stand / lamp post/ directional sign.

User may select “**Yes**” button to apply for bus shelter / taxi stand / lamp post / directional sign as highlighted below:

This Form Will Take Approximately 1 Minutes To Complete

Welcome to Consultation Submission

Do you want the consultation submission be converted to formal application once it has been allowed? Yes No

Are you applying for licence for signs at bus shelter/ taxi stand/ lamp post/ directional sign? Yes No

Save & Next Save & Exit Back Version: 1.0

- Click “**Save & Next**” and proceed for the next step - “**Contact Person**”.



Step 2 - Contact Person

- A form containing pre-filled contact person details will be displayed.
- Verify the details and update if required.

Building and Construction Authority

We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

Welcome Amit Mathur

Log Out

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home > My Submission

1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 3 Minutes To Complete

Particulars of Contact Person

TypeID UEN G09182390Z

Name XYZ Pte. Ltd.

Registered Address *

Postal Code 799719

Blk/House No. * 22

Unit No.

Street Name * GERALD CRESCENT

Building Name GERALD GARDENS

Contact Name * Amit Mathur

Contact Phone No. * 8180xxxx

Contact Email Address * amit.m@xyz.com

Save & Next | Save & Exit | Back

Version: 1.0

- Click “Save & Next” button to proceed to the next step - “Applicant Information”.



Step 3 – Applicant Information

- Key in the applicant/licensee details.
- A pre-filled form is displayed; change the particulars details if required.
- After keying in all related details, recheck and confirm the declaration.

Building and Construction Authority
We shape a safe, high quality, sustainable and friendly built environment.

Singapore Government
Integrity • Service • Excellence
[Contact Info](#) / [Sitemap](#)

Welcome Amit Mathur [Log Out](#)

Profile
My Profile
Change Password
Messages

Inbox
Consultation
Formal Application
Correspondence

Rating
Rate e-Service

Home > My Submission

1 T & C > 2 Contact Person > 3 Applicant > 4 Location/Sign > 5 Summary

This Form Will Take Approximately 5 Minutes To Complete

Particular of Applicant

Are you applying for licence for XYZ Pte. Ltd [UEN G09182390Z] ?
Note: Authorisation letter is required for other entities. No Yes

Type/ID * UEN G09182390Z

Company Name XYZ Pte. Ltd

Registered Address *

Postal Code 799719

Blk/House No. * 22

Unit No.

Street Name * GERALD CRESCENT

Building Name GERALD GARDENS

If this is not licence to individual, please provide contact detail of the company:

Contact Name * Amit Mathur

Contact Phone No * 81801456xxxx

Contact Email Address * amit.m@xyz.com

Is mailing address differed registered address? Yes No

I, Amit Mathur of XYZ Pte. Ltd [UEN G09182390Z] hereby confirm that XYZ Pte. Ltd [UEN G09182390Z] does not have any unpaid Notice of Composition of Offence for the advertisement sign(s)/signboard(s) specified under this application.

Save & Next **Save & Exit** **Back**

Version: 1.0

- Click “Save & Next” button to save details and proceed to the next step - “Location/Signage”.



Step 4 - Location/Signage

There are 2 address types for new consultation:

1. Standard
2. Other (MKTS)



Notes:

- MKTS stands for Mukim / Town Subdivision.

Case1: User not applying licence for bus shelter / taxi stand / lamp post / directional sign



Notes:

- Refer [Step 1 – Term and Condition](#) (page 25) for applying licence for bus shelter / taxi stand / lamp post / directional sign

1. Select address type with “Standard” option to add sign location like following page:

This Form Will Take Approximately 8 Minutes To Complete

Sign Location

Please select Address Type Standard Other(MKTS)

Postal Code: 799719

Blk/House No. *: 22

Unit No.: [] - []

Street Name *: GERALD CRESCENT

Building Name: GERALD GARDENS

Sign Details

Add Sign



Key in location details under “Sign Location”.

2. Or, select address type with “Other (MKTS)”, it will show the location details as per following screen shot:

This Form Will Take Approximately 8 Minutes To Complete

Please select Address Type Standard Other(MKTS)

Street Name * ANCHORVALE LINK

Bus Shelter No./Lamp Post No./Others

Land: (Mukim/TS - Lot No.)
eg.: MK19-03057E, 01341A -Select- ▾ -Select ▾ Lot No.

Sign Details

Add Sign

- After keying in the location details, click “Add Sign” button.
- User is required to key in the sign details in the consultation submission.



- If user is applying for “**5 sqm Exemption**” for the proposed signboard(s), user has to check the checkbox as highlighted in the screen below:

Add Sign Detail

Event/Project Name :	Gaming
Sign Type :*	Unilluminated Signboard
Need 5 sqm Exemption:	<input checked="" type="checkbox"/> I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.
Sign Duration:	Less Than 1 Year <input type="radio"/> 1 Year <input type="radio"/>
Start Date :*	
End Date :*	
Signage Dimensions :	
Length(m) Breadth(m)	
Area(m)	
Total No. Signs:*	1



Notes:

- “**5 sqm Exemption**” is subjected to BCA approval.



- Choose the “Sign Duration” option:
 - a) **Less Than 1 Year:** Check this option if user wishes to apply licence for less than one year duration.

Add Sign Detail

Event/Project Name :	Gaming
Sign Type :*	Unilluminated Signboard
Need 5 sqm Exemption:	<input checked="" type="checkbox"/> I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.
Sign Duration:	Less Than 1 Year <input type="radio"/> 1 Year <input checked="" type="radio"/>
Start Date :*	13/11/2014
End Date :*	31/10/2015
Auto Renewal:	<input checked="" type="checkbox"/> Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month. Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.
Signage Dimensions :	Length(m) Breadth(m)
Area(m)	

- b) **1 Year:** Check this option if user wishes to apply the licence for one year period. This option comes with an “**Auto Renewal**” function that allows user to renew their licence via GIRO.

Download the GIRO form from “**Click Here**” link provided and submit the original GIRO form to BCA after filling in the details.



When user check the “Auto Renewal” option, the “End Date” will automatically adjust based on “Start Date” as shown in the below:

Add Sign Detail

Event/Project Name :	Gaming
Sign Type :*	Unilluminated Signboard
Need 5 sqm Exemption:	<input checked="" type="checkbox"/> I confirm that I/ licensee have/has not been granted 5 sq m signboard area exemption for this location.
Sign Duration:	Less Than 1 Year <input type="radio"/> 1 Year <input type="radio"/>
Start Date :*	13/11/2014
End Date :*	31/10/2015
Auto Renewal:	<input checked="" type="checkbox"/> Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month . Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.
Signage Dimensions :	
Length(m) Breadth(m)	<input type="text"/> <input type="text"/>
Area(m)	<input type="text"/>



- User is required to attach proposed sign drawings/ documents in the “Attachments” with the “Browse” button.

The screenshot shows a web-based form for advertising license application. The 'Signage Dimensions' section contains fields for Length(m) and Breadth(m), both set to 4. It also includes fields for Area(m) (16.00) and Total No. Signs (1). Below this, a 'No of Side for each Sign' field is set to 1. The 'Attachments' section shows two files uploaded: '[2014_08_08]_[1658]_Tulips_UIK6A.jpg' and '[2014_08_08]_[1658]_Penguins_ybo]2.jpg'. A 'Save' button is visible at the bottom left, and a 'Version:1.0' note is at the bottom right.

- After all the mandatory details are keyed in click “Save” button.



- The sign added will be shown in the tabular format as highlighted in the following (e.g. two signs have been added for consultation):

Building and Construction Authority
We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

Singapore Government
Integrity • Service • Excellence
Contact Info / Sitemap

Welcome Amit Mathur Log Out

Profile
My Profile
Change Password
Messages
Inbox
Consultation
Formal Application
Correspondence
Rating
Rate e-Service

Home > My Submission

1 T & C > 2 Contact Person > 3 Applicant > 4 Location/Sign > 5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Location

Please select Address Type Standard Other(MKTS)

Postal Code	799719
Blk/House No. *	22
Unit No.	
Street Name *	GERALD CRESCENT
Building Name	GERALD GARDENS

Sign Details

Add Sign

S/No	Event/Project	Sign	Total Area	5 SQM Request	AutoRenewal
1	Project 01	Unilluminated Signboard	6.72	Yes	Yes Delete
2	Project 02	Unilluminated Signboard	6.72	No	Yes Delete

Page 1 of 1 \$ 270

Note: The 5sqm exemption in the case of Signboard(s) is applicable upon officer's approval.

[Save & Next](#) [Save & Exit](#) [Back](#)

Version:1.0



Notes:

- Aggregate areas for signboards:** (For Un-illuminated / Illuminated Signboard), it will have the same “Start Date” and “End Date”.
- The area is calculated by aggregating the areas of all the signs having same sign type as signboard.



- For such signs (regardless of the number of signboards) there will only be one single formal application and subsequently a single licence will be generated for licensee.

Case 2: When applying licence for bus shelter / taxi stand / lamp post / directional sign



Notes:

- Refer [Step 1 – Term and Condition](#) (page 25) for applying licence for bus shelter / taxi stand / lamp post / directional sign
- For bus shelter / taxi stand / lamp post / directional sign, multiple Locations can be added for a single sign.
- Key-in the required sign details as shown below:



This Form Will Take Approximately 8 Minutes To Complete

Sign Details

Event/Project Name : Project 01

Sign Type :* Unilluminated Signboard

Need 5 sqm Exemption: I confirm that I/licensee have/has not been granted 5 sq m signboard area exemption for this location.

Sign Duration: Less Than 1 Year 1 Year

Start Date :* 14/11/2014

End Date :* 31/10/2015

Auto Renewal: Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month.
Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.

Sign Dimensions :

Length(m)/Breadth(m) 2 3

Area(m) 6.00

Total No. Signs: 1

No of Side for each Sign: 1

Attachments [Browse](#)

Estimate cost \$ 270
Note: The 5sqm exemption in the case of Signboard(s) is applicable upon officer's approval.

[Compute Fees](#)

- After providing sign details click “**Add Location**” button to add the location details.



- Select “Standard” address type and key-in location details as shown below:

Please select Address Type Standard Other(MKTS)

Postal Code	799719
Blk/House No. *	22
Unit No.	<input type="text"/> - <input type="text"/>
Street Name *	GERALD CRESCENT
Building Name	GERALD GARDENS

- Select “Other” address type and key-in the location details as shown below:

Please select Address Type Standard Other(MKTS)

Street Name *	ANCHORVALE LINK
Bus Shelter No./Lamp Post No./Others	<input type="text"/>
Land: (Mukim/TS - Lot No.) eg.: MK19-03057E, 01341A)	<input type="button" value="-Select- ▼"/> <input type="button" value="-Select ▼"/> <input type="text" value="Lot No."/>

- After keying-in the location information click “Save” button.



- Sign location is successfully saved then it will be shown in the tabular format as highlighted in the following:

1 T & C 2 Contact Person 3 Applicant 4 Location/Sign 5 Summary

This Form Will Take Approximately 8 Minutes To Complete

Sign Details

Event/Project Name : Project 01

Sign Type :* Unilluminated Signboard

Need 5 sqm Exemption: I confirm that licensee have/has not been granted 5 sq m signboard area exemption for this location.

Sign Duration: Less Than 1 Year 1 Year

Start Date :* 14/11/2014

End Date :* 31/10/2015

Auto Renewal: Click Here to download and complete the Giro Form. Post your original Giro application form to BCA within 1 month. Giro application will be subject to bank's approval, failing which the licence will not be auto-renewed.

Sign Dimensions :

Length(m)/Breadth(m) 2 3

Area(m) 8.00

Total No. Signs: * 1

No of Side for each Sign: * 1

Attachments [Browse](#)

Estimate cost \$ 49
Note: The 5sqm exemption in the case of Signboard(s) is applicable upon officer's approval.

[Compute Fees](#)

Sign Details

Add Location

S/No	Street Name	Action
1	22 GERALD CRESCENT GERALD GARDENS 799719	Delete

« ▶ Page 1 of ▶ »

[Save & Next](#) [Save & Exit](#) [Back](#)

Warning: 1.0



- Once the signs are added, click button “**Save & Next**”.
- User is able to save the consultation application in draft mode by clicking “**Save & Exit**” button.
- User clicks on “**Save & Next**” button it will proceed to the application summary page which is the last step of the consultation submission.



Step 5 - Summary

- Summary page consists of consultation details, applicant details, sign location and sign details.

1 T & C	>	2 Contact Person	>	3 Applicant	>	4 Location/Sign	>	5 Summary	
Consultation Details									
Application Type:	Consultation	Application Status:	Draft						
Consultation No:		Submission Date:	14/11/2014						
Auto Convert to Formal:	Yes	Applying for Bus/Taxi Stand/Lamp Stand	Yes						
Estimated Cost:	49								
Applicant Details									
Type/ID:	UEN/G09182390Z	Name	XYZ Pte. Ltd						
Registered Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719	Mailing Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719						
Contact No:	81801456xxxx	Email Address	amit.m@xyz.com						
Download Authority Letter									
Sign Details									
Sign Submission No:	ARN/1/2013/12/5								
Sign Type:	Signboard	Licence Type	Temporary						
Commencement Date:	5/12/2013	End Date	4/12/2014						
Area	200	Total Sides	2						
Total Signs	2	Request for 5 sqm exemption	Yes						
Auto Renewal	Yes	Signage Drawing	View						
Location Details									
No	Location Address								
1	22 GERALD CRESCENT GERALD GARDENS 799719								
I/We undertake to be responsible for any incident or damages that may arise from the display(s) / hoarding or any part thereof.									
XYZ Pte. Ltd (Name)									
14/11/2014 (Date)									
Submit		Save as Draft	Back	Version:1.0					

- To make any changes click "Back" button and key the required changes.



- After checking the details click on "Submit" button to display the following message.

The screenshot shows a modal dialog box titled "Sign Detail". At the top, it displays the address: "4473, SACARA ROAD, # 45-4123, GERALD GARDENS, 018951". Below this is a table with columns: No., Sub No., Type, Description, and Area/Sides/. A message in the center of the dialog reads: "Are you sure you want to submit the consultation? No changes will be allowed once submitted." It also includes the date "31/07/2014" and the text "Signboard". At the bottom of the dialog are two buttons: "OK" and "CANCEL".

- Click "OK" button to complete submission.



Notes:

- No changes will be allowed once "OK" button is clicked.
- On successful submission, a message will be displayed like as shown below:

The screenshot shows a modal dialog box with a message: "Thank you for your submission! An acknowledgement has been sent to your E-mail." It features an "OK" button at the bottom. The background of the dialog is dark grey, matching the rest of the application's interface.

- Click "OK" button to complete consultation submission.



- The application status will show as “Submitted”.

Consultation Details			
Application Type:	Consultation	Application Status:	Submitted
Consultation No:	PA/116/2014/11/14	Submission Date:	14/11/2014
Auto Convert to Formal:	Yes	Applying for Bus/Taxi Stand/Lamp Stand	Yes
Estimated Cost:	49		
Applicant Details			
Type/ID:	UEN/G09182390Z	Name	XYZ Pte. Ltd
Registered Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719	Mailing Address:	22,GERALD CRESCENT,#-,GERALD GARDENS,799719
Contact No:	81801456xxxx	Email Address	amit.m@xyz.com
Download Authority Letter			
Sign Details			
Sign Submission No:	ARN/1/2013/12/5		
Sign Type:	Signboard	Licence Type	Temporary
Commencement Date:	5/12/2013	End Date	4/12/2014
Area	200	Total Sides	2
Total Signs	2	Request for 5 sqm exemption	Yes
Auto Renewal	Yes	Signage Drawing	View
Location Details			
No	Location Address		
1	22 GERALD CRESCENT GERALD GARDENS 799719		
Licensee undertake to be responsible for any incident or damages that may arise from the display(s) / hoarding or any part thereof.			
XYZ Pte. Ltd (Name)			
14/11/2014 (Date)			

- Consultation records will be displayed in the tabular format of consultation module as shown below:



Welcome Amit Mathur

Log Out

Profile

[My Profile](#)
[Change Password](#)
[Messages](#)

Inbox

[Consultation](#)
[Formal Application](#)
[Correspondence](#)

Rating

[Rate e-Service](#)

[Home](#) > [My Submission](#)

Search

Status ▾ All ▾

[Create New Consultation](#)

S/No	Consultation No	Sign Location	Sub Date	Status	Action
1	PA/116/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	

◀ Page 1 of 1 ▶

Your Total Submission(s): 1



- An email regarding with consultation submission will be sent to the user email address provided in the contact person details.



Notes:

- Email will send to user email address registered under "[7.1 My Profile](#)" (Page 18).

Contact Person Name *	Taufik Batisah
Designation	Painter
Contact Email Address *	[REDACTED]a@gmail.com
Contact Phone No *	65 [REDACTED]

BCA ALS Consultation Has Been Submitted [Consultation No.:PA/117/2014/11/14]

Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg>
to me ▾

5:38 PM (1 minute ago)

Dear Sir/Mdm,

We have received your consultation. The consultation no. is **PA/117/2014/11/14**.

We will reply you within the next 3 to 5 working days. For some consultation, more time may be required for processing before we can give a reply.

Please note that consultation received on Saturdays, Sundays, Public Holidays and after office hours will be processed on the next working day.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

*** This is a system-generated acknowledgment. Please do not reply to this email.**

- User may be asked to re-submit the authorisation letter on officer's decision, user will be informed by an ALS email to re-submit the authorisation letter:



BCA ALS Consultation - Resubmit Authorisation Letter [Consultation No.:PA/117/2014/11/14] Print

Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg> 5:46 PM (0 minutes ago)
to me

Dear Sir/Mdm,

With reference to your consultation, kindly refer to the below given details for more information.

To submit the new authorisation letter follow the below given steps:

- 1) [Click Here](#)(If this link doesn't work for you, paste the below given URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/Correspondance/Correspondance>
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Select Module >> Consultation
- 4) Select Type of Document >> Authorisation Letter
- 5) Enter your reference No: **PA/117/2014/11/14**
- 6) File Upload: select and upload the new authorisation letter.
- 7) File Description >> Enter your remarks/ authorisation letter description.
- 8) Press 'Save' to complete the process.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- Follow the steps as provided in the email to re-submit the authorisation letter.
- Use Correspondence function for re-submission of authorisation letter.
- BCA will notify user via email to re-submit the signage drawings corresponding to the signs in the mentioned user application:



BCA ALS Required Documents - [Consultation No.: PA/117/2014/11/14] Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg>
to me ▾ 5:52 PM (0 minutes ago) ☆ ↶ ↷

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/117/2014/11/14**.

Below is the summary of the consultation:

Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
SSN/155/14/11/2014	Illuminated Signboard	14/11/2014 To 15/11/2014	4.00/1 /1	4	20	No	Additional Document Required

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below steps to access your application.

1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/Correspondance/Correspondance>
2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
3) Under 'Module' select >> "Consultation"
4) Under 'Type of Document' select >> "Sign Attachment"
5) Enter the above reference no.(s) respectively as stated under the Officer's Remarks e.g. SSN/XXX/XX/X/XXXX
6) Upload your drawings/ documents by clicking the 'Browse' button.
7) Enter uploaded file description into 'File Description' text control.
8) After completing all your steps click 'Save' to submit your documents.

You are required to submit the necessary documents within 7 days from the date of this email.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- Follow all the steps as provided in the email to re-submit the sign drawings.
- Use [Correspondence](#) function to submit the sign drawing.
- User will be notified on the application status via email during the consultation process.



BCA ALS Status Of Consultation [Consultation No.: PA/117/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg>5:56 PM (0 minutes ago)
to me

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/117/2014/11/14**.

Below is the summary of the consultation:

Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
SSN/155/14/11/2014	Illuminated Signboard	14/11/2014 To 15/11/2014	4.00/1 / 1	0	0	No	Fee Not Required

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- The various status for “Consultation Submission” applications are:
 - a) **Fee not required:** This status signifies that licence fee is not required for the proposed sign.
 - b) **In-Principle No objection:** BCA have in-principle no objection to the proposed sign.
 - c) **Disallowed:** This signifies that the proposed sign has been disapproved by BCA.
 - d) **Licence not required:** This status show that licence is not required for the sign.
 - e) **Forwarded to URA:** This status signifies that the proposed sign has been referred to URA.
 - f) **Additional Document required:** This means that user needs to resubmit the drawings or documents for the proposed sign.
 - g) **Pending Evaluation:** This show that there is no action required from user and sign is under evaluation.
 - h) **Withdrawn:** This means that the proposed sign submission has been withdrawn (e.g. upon user's request).
- After verification from BCA, a final email notification is sent to user which shows the status of the individual signs and the steps to follow so as to proceed further.



- The email notification is based on user selection of the option “**Auto-conversion to Formal Application**”.

Notes:

- Refer [Step 1 – Term and Condition](#) (page 23, 24) for applying licence for “**Do you want the consultation submission convert to formal application once it is approved?**”

- If user selects the option “**Auto-conversion to Formal Application**”, user will receive an email notification as shown below:

BCA_ALS <bca_e_adv@bca.gov.sg>
to me

5:59 PM (1 minute ago)

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/117/2014/11/14**.

Below is the summary of the consultation:

Submission No.	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
FA/46/2014/11/14	SSN/155/14/11/2014	Illuminated Signboard	14/11/2014 To 15/11/2014	4.00/1/1	4	20	No	Pending Payment

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below steps to access your application.

1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
3) Verify your submissions by clicking the Sign Submission No.
4) Select Payment Mode: Online/ Cheque
5) Make the Payment.

Kindly make the payment within 7 working days, failing which the application will be treated as invalid.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

Notes:

- Refer [Step 1 – Term and Condition](#) (page 23, 24) for applying licence for “**Do you want the consultation submission convert to formal application once it is approved?**”
- Different [Formal Application](#) is assigned corresponding to each sign type except signboards ([Aggregate areas for signboards](#)).

- Only one formal application is created for the signboards.
- The above email notification shows the steps to make payment as one of the signs status is “Pending Payment”.
- It also shows the steps to make permit submission as one of the signs require permit submission to BCA.



- The steps require in the email notification varies depending on the status of the sign as shown in the above.
- Example, if the sign submission is exempted from fee, it will be automatically converted to Formal Application as user selects the option “**Auto-conversion to Formal Application**”.

2. If user did not select “**Auto-conversion to Formal Application**”, user will receive an email notification on the steps to convert the consultation submissions to formal applications after BCA grant the in-principle no objection for the consultation processes as shown below:

BCA ALS Status Of Consultation [Consultation No.: PA/119/2014/11/14] Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg> to me 7:13 PM (1 minute ago) Print Email

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/119/2014/11/14**.

Below is the summary of the consultation:

Submission No.	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
FA/47/2014/11/14	SSN/157/14/11/2014	Unilluminated Signboard	14/11/2014 To 31/10/2015	10.00/1/1	10	49	Yes	Pending Permit
FA/48/2014/11/14	SSN/158/14/11/2014	Advertisement Banner	14/11/2014 To 31/10/2015	5.25/1 /1	6	135	No	Pending Payment

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below steps to access your application.

- 1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Verify your submissions by clicking the Sign Submission No.
- 4) Select Payment Mode: Online/ Cheque
- 5) Make the Payment.

Kindly make the payment within 7 working days, failing which the application will be treated as invalid.

For Submission of permit, please follow the below steps.

- 1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials. (If you have already login, please ignore this step.)
- 3) Click the Submission No. corresponding to the action 'Pending Permit'
- 4) Under 'Submission Detail' click 'Add Permit'. The 'Add Permit Detail' window will be displayed.
- 5) Enter your permit details and attach the permit certification in the application.
- 6) Click 'Save' to submit.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).



Notes:

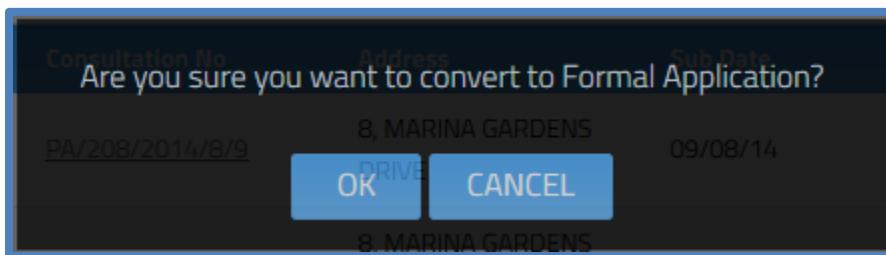
- Refer [Step 1 – Term and Condition](#) (page 23, 24) for applying licence for “**Do you want the consultation submission convert to formal application once it is approved?**”
- The above email notification contains steps to convert [Consultation](#) to [Formal Application](#) base on the application status.



- Follow the steps mentioned in the email to convert **Consultation** to **Formal Application**.
- Navigate to consultation function which has a “**Convert To Formal**” link under “**Action**” column as highlighted below:

S/No	Consultation No	Sign Location	Sub Date	Status	Action
1	PA/118/2014/11/14	22, GERALD CRESCENT	14/11/2014	Closed	Convert To Formal
2	PA/117/2014/11/14	22, GERALD CRESCENT	14/11/2014	Closed	
3	PA/116/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	

- Click the link and the following pop-up message is displayed:



- Click “OK” button to proceed.



- The below email notification is received for converting **Consultation Submission to Formal Application**:

BCA_ALS <bca_e_adv@bca.gov.sg>
to me ▾ 5:59 PM (1 minute ago) ☆ ↗ ↘ ↙

Dear Sir/Mdm,

We refer to your consultation reference no.: **PA/117/2014/11/14**.

Below is the summary of the consultation:

Submission No.	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Round up area(sqm)	Fees	Required Permit	Status
FA/46/2014/11/14	SSN/155/14/11/2014	Illuminated Signboard	14/11/2014 To 15/11/2014	4.00/1/1	4	20	No	Pending Payment

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below steps to access your application.

- 1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Verify your submissions by clicking the Sign Submission No.
- 4) Select Payment Mode: Online/ Cheque
- 5) Make the Payment.

Kindly make the payment within 7 working days, failing which the application will be treated as invalid.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- Consultation process ends and user may proceed to make “**Formal Application**”.



8.2. Formal Application

- Click on "Formal Application" under "Inbox" section.

The screenshot shows the BCA Advertisement Licensing System (ALS) interface. At the top, there is a header with the BCA logo, the text "Advertisement Licensing System (ALS)", and "Building & Construction Authority (BCA)". Below the header, a sub-header reads "We shape a safe, high quality, sustainable and friendly built environment." On the right side of the header, there is a "Singapore Government" logo with the tagline "Integrity • Service • Excellence", a "Contact Info / Sitemap" link, and a "Log Out" button. The main content area has a blue header bar with "Welcome Amit Mathur" and a "Log Out" button. To the left is a vertical sidebar menu with categories: Profile (My Profile, Change Password, Messages), Inbox (Consultation, Formal Application, Correspondence), Rating (Rate e-Service), and Home. The main content area shows a search bar with dropdowns for "Status" (set to "All") and "Sign Location" (set to "All"). Below the search bar is a table titled "Formal Application" with columns: S/No, Submission No, Sign Location, Sub Date, Status, and Sub-Status. One record is listed: S/No 1, Submission No FA/46/2014/11/14, Sign Location 22, GERALD CRESCENT, Sub Date 14/11/2014, Status Submitted, and Sub-Status Pending Fee. At the bottom of the table, it says "Page 1 of 1". To the right of the table, it says "Your Total Submission(s): 1".

- Formal Application will show tabular format which displays user consultation submissions that are converted to Formal Application.
 - Two dropdown lists are provided to set search criteria with the following three options:
 - Submission No.
 - Location
 - Status (Submitted/Processing/Closed)
- User may be required to :
 - Submit the permit.
 - Make payment.
 - Submit permit information and then make payment.
- Sub-Status column in the formal application grid contains the current status of the application.
- e.g. record S/No. 3 status is "**Pending Permit**", user is required to click "**Submission No**" link to view the Formal Application details.



Welcome Taufik Batisah

Sign Out

Profile

My Profile

Change Password

Messages

Inbox

Consultation

Formal Application

Correspondence

Rating

Rate e-Service

Home > Formal Application >Summary

Applicant Detail

Type/ID:	S8146286285	Name	Taufik Batisah
Registered Address:	61,MARINA COASTAL DRIVE,13-6253,MARINA BAY CRUISE CENTRE SINGAPORE,018947	Mailing Address:	61,MARINA COASTAL DRIVE,13-6253,MARINA BAY CRUISE CENTRE SINGAPORE,018947
Contact No:	645452525	Email Address	arora@vismaad.com

Submission Detail

Pre-Submission No:	PA/205/2014/8/8		
Submission Type:	Formal Submission	Submission No:	FA/251/2014/8/8
Submission Date:	08/08/14		

Sign Submission No	Type	Sign Duration	Area/Sides/Signs	Signage Drawing
ARN/317/2014/8/8	Advertisement Banner	08/08/2014 To 07/08/2015	20.00/1/1	

Add Permit

Location Detail

Address

8 MARINA GARDENS DRIVE 12-3412,MARINA BARRAGE 018951

Back

- To upload the permit, click “**Add Permit**” button, it will display a pop-up screen prompting for the permit details as shown in the following.



- Provide the permit details, upload the permit document and click “Save” button.

Add Permit Detail

File Ref-No*

PE Number*

Permit Number *

Start Date *

End Date *

Certificate Attachment*

Delete

X

SAVE



- User may be informed to re-submit the permit as shown in the email notification below if it is not in order.

BCA ALS Resubmit Permit [Submission No:FA/47/2014/11/14] Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg>
to me 7:18 PM (0 minutes ago) ☆ ↻ ▾

Dear Sir/Mdm,

We refer to your Submission No.: **FA/47/2014/11/14**.

Below is the summary of the application:

Submission No	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Roundup area(sqm)	Fees	Status
FA/47/2014/11/14	ARN/61/2014/11/14	Unilluminated Signboard	14/11/2014 To 31/10/2015	10/1/1	10	49	Pending Permit

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

For Submission of permit, please follow the below steps.
1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) https://www.bca.gov.sg/AdvertisementLicence/ALS_InternetPortal/FormalApplication/ApplicationsList
2) Login to the BCA ALS using your login credentials. (If you have already login, please ignore this step.)
3) Click the Submission No. corresponding to the action 'Pending Permit'
4) Under 'Submission Detail' click 'Add Permit'. The 'Add Permit Detail' window will be displayed.
5) Enter your permit details and attach the permit certification in the application.
6) Click 'Save' to submit.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgement. Please do not reply to this email.



- If the verification of the permit is successful, user will receive the following email notification:

BCA ALS Pending Payment [Submission No:FA/47/2014/11/14] Inbox

BCA_ALS <bca_e_adv@bca.gov.sg>
to me 7:20 PM (0 minutes ago)

Dear Sir/Mdm,

We refer to your Submission No.: **FA/47/2014/11/14**.

Below is the summary of the application:

Submission No	Sign Submission No.	Sign Type	Sign Duration	Area/Sides/Signs	Roundup area(sqm)	Fees	Status
FA/47/2014/11/14	ARN/61/2014/11/14	Unilluminated Signboard	14/11/2014 To 31/10/2015	10/1/1	10	49	Pending Payment

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below given steps to access your application.

- 1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Verify your submissions by clicking the Sign Submission No.
- 4) Select Payment Mode: Online/ Cheque.
- 5) Make the Payment.

Kindly make the payment within 7 working Days, failing which the application will be treated as invalid.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgement. Please do not reply to this email.

- User is to follow the steps in the email notification to make payment before licence can be granted.



- The process may require user to re-submit sign attachments, user will be informed via an email:

BCA ALS Required Documents [Submission No : FA/47/2014/11/14] Inbox x

BCA_ALS <bca_e_adv@bca.gov.sg>
to me ▾ 7:21 PM (0 minutes ago) ☆ ↗ ↘

Dear Sir/Mdm,

We refer to your consultation reference no.: FA/47/2014/11/14 and Signage Reference Number ARN/61/2014/11/14

Please follow the below steps to upload the required documents:

1) [Click Here](#)(If this link doesn't work for you, paste the below URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/Correspondance/Correspondance>
2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
3) Under 'Module' select >> "Formal Application"
4) Under "Type of Document" select >> "Sign Attachment"
5) Enter your sign submission no.: ARN/61/2014/11/14
6) Upload your drawings/ documents by clicking the 'Browse' button.
7) Enter uploaded file description into 'File Description' text control.
8) After completing all above steps click 'Save' to submit your documents.

You are required to submit the necessary documents within 7 days from the date of this email.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- This email contains all the necessary steps to be followed to upload sign attachments, use [correspondence](#) function to upload all related attachments.



- The applications with the Sub-Status “Pending Fee” require payment as shown in the tabular format below:

The screenshot shows the Building and Construction Authority (BCA) Advertisement Licensing System (ALS) user interface. The top navigation bar includes the BCA logo, the system name "Advertisement Licensing System (ALS)", and the title "ALS User Manual". On the right, there is the Singapore Government logo with the tagline "Integrity • Service • Excellence", a "Contact Info / Sitemap" link, and a "Log Out" button.

The main content area is titled "Welcome Amit Mathur". On the left, a vertical sidebar menu lists "Profile" (My Profile, Change Password, Messages), "Inbox" (Consultation, Formal Application, Correspondence), and "Rating" (Rate e-Service). The "Formal Application" option under "Inbox" is selected and highlighted in blue.

The central area displays a search interface with dropdown menus for "Status" (set to "All") and "Sign Location" (set to "All"), and a search icon. Below this is a table listing three formal applications:

S/No	Submission No	Sign Location	Sub Date	Status	Sub-Status
1	FA/48/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee
2	FA/47/2014/11/14	22, GERALD CRESCENT	14/11/2014	Processing	Required Documents
3	FA/46/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee

At the bottom of the table, there are navigation links for "Page 1 of 1" and "Your Total Submission(s): 3".

- Click “Submission No” to make the payment for the sign application.



- The following screen shot show the application details and payment methods:

Print

Applicant Details						
Type/ID:	UEN/G09182390Z		Name	XYZ Pte. Ltd		
Registered Address:	22, GERALD CRESCENT, #-, GERALD GARDENS, 799719		Mailing Address:	22, GERALD CRESCENT, #-, GERALD GARDENS, 799719		
Contact No:	81801456		Email Address	amit.m@nova-hub.com		
Submission Details						
Sign Details						
Pre-Submission No:	PA/119/2014/11/14					
Submission Type:	Formal Submission		Submission No:	FA/48/2014/11/14		
Submission Date:	14/11/2014					
Sign Submission No	Type	Sign Duration	Area/Sides/Signs	5 sqm Exemption	Renewal	Signage Drawing
ARN/62/2014/11/14	Advertisement Banner	14/11/2014 To 31/10/2015	5.25/1/1	No	Yes	
Location Details						
Address						
22 GERALD CRESCENT -, GERALD GARDENS 799719						
Payment Details						
Mode	Status	Payment Date	Amount	Receipt/Cheque No	Bank Name	Download Receipt
Payment Method						
<input type="radio"/> Cheque <input checked="" type="radio"/> Online						
Pay To Proceed						
Back						



- There are two payment methods as shown below:
 - a) Cheque
 - b) Online

The screenshot shows a 'Payment Method' screen. At the top, there are two radio buttons: 'Cheque' (unchecked) and 'Online' (checked). Below the radio buttons is a blue button labeled 'Pay To Proceed'. At the bottom left is a blue 'Back' button.

Online Payment:

- If online payment is selected, click "**Pay to proceed**" as shown in the above screen shot.

The screenshot shows a payment interface. At the top, it says 'Building and Construction Authority' and 'Singapore Government Integrity • Service • Excellence'. Below that is a yellow bar with 'Singapore ABCA'. The main area displays 'Payment step 1 of 2', 'Application Number : FA/196/2014/7/11', and 'Amount Payable (\$S): 2167.00'. There are 'Submit' and 'Cancel' buttons at the bottom. A note at the bottom states: 'If you encounter any problems with this service, please [click here](#) for our contact information.' A red-bordered note at the very bottom says: 'Please do not use Back or Forward buttons on your browser or double-click a hyperlink, as this may end your transaction.'



Notes:

- Please do not use “Back” or “Forward” buttons on browser or double-click a hyperlink, as this may cause transaction error.



- Check and verify the details displayed (e.g. Application Number and Amount Payable), then click the "Submit" button as shown in the above screen shot.
- User will be directed to the following page for the selection of the payment mode via Visa or e-Nets:



IF YOU ARE USING A POP-UP BLOCKER, please add "<https://www.psi.gov.sg>" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

 You are now on a secure site.

Total Amount Payable: S\$2167.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input type="radio"/>  	For VISA/MasterCard Credit and Debit cards
<input type="radio"/> 	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus! or UOB

[<< Cancel Payment](#) [Proceed >>](#)

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com" (for DBS/POSB Account holders), "www.citibank.com.sg" (for Citibank Account holders), "www.ocbc.com" (for OCBC Account Holders) and "www.plus.com.sg" (for Plus! Account Holders), "uniservices1.uobgroup.com" (for UOB Account holders) to your list of allowed sites in the pop-up blocker settings as well.

- Select Payment Mode and click "**Proceed >>**" button to make payment.



Payment by Cheque:

- For payment method by Cheque, user is required to key in the cheque details as shown below.
- Key in the following details and upload a copy of the scan Cheque slip using “Browse” button.

Payment Method

Cheque Online

Cheque No.*

Amount (\$) 236

Bank Name.*

Cheque Date.*

Upload Cheque Slip.*



Notes: Please write your name, contact number and FA reference number (FA/yyyy/yyyy/xx/x) on the reverse side of your cheque and mail it to BCA.



Payment Method

Cheque Online

Cheque No.* 435

Amount (\$) 236

Bank Name.* FAR EASTERN BANK LTD

Cheque Date.* 06/08/2014

Upload Cheque Slip.* [2014_08_07]_[1742]_Hydrangeas_TunpLj [Delete](#)

[Pay To Proceed](#)

[Back](#)

- To continue with the payment process, click "**Pay To Proceed**" button.
- Upon completion of the payment process, related payment details and payment status are as shown below:

Payment Detail			
Payment Mode:	Cheque	Payment Status:	Pending Verification
Cheque Date:	01/07/14	Payment Amount	2167
Cheque No:	50015510479	Cheque Bank:	Allied Irish Banks PLC
Download Receipt	Slip Download		

[Back](#)

- In the above screen shot, payment status under "**Pending Verification**" signifies payment pending verification by BCA and user will be informed of the payment status via email notification.



Upon verification by BCA, if the payment is found to be unclear or unsuccessful, an email notification will be received by user as shown below:

BCA ALS Payment UnSuccessful [Submission No:FA/48/2014/11/14] Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg>
to me 7:29 PM (0 minutes ago) ☆ ↗ ↘

Dear Sir/Mdm,

We refer to your Submission No.: **FA/48/2014/11/14**.

Your payment is unsuccessful, kindly resubmit the payment.

Required fees to be submitted: \$135

Note: The computed fee is inclusive of the 5 sqm signboard exemption (if applicable).

Please follow the below given steps to access your application.

1) [Click Here](#)(If this link doesn't work for you, paste the below given URL into your browser address bar.) <https://www.bca.gov.sg/AdvertisementLicence/FormalApplication/ApplicationsList>
2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
3) Verify your submissions by clicking the Sign Submission No.
4) Select Payment Mode: Online/ Cheque
5) Make the Payment.

Kindly make the payment within 7 working Days, failing which the application will be treated as invalid.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- User is required to make the payment again.



If payment is verified successfully, user will receive the following email notification:

BCA ALS Payment Verified [Submission No:FA/48/2014/11/14] Inbox X

BCA_ALS <bca_e_adv@bca.gov.sg>
to me 7:50 PM (0 minutes ago) ☆

Dear Sir/Mdm,

We refer to your Submission No.: **FA/48/2014/11/14**.

Your payment is successful, and your application has been sent to the officer for processing of a licence.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- The screen shot of the “**Payment Status**” will be shown as “**Verified**”.

Payment Details						
Mode	Status	Payment Date	Amount	Receipt/Cheque No	Bank Name	Download Receipt
Cheque	Verified	14/11/2014	135	TEST DATA	ANZ Banking Group Ltd.	Slip Download

- Submission records in the tabular format below showed the Sub-Status as “**Pending Licence**” which signifies that licence is pending BCA approval.



Welcome Amit Mathur

Log Out

Profile

- [My Profile](#)
- [Change Password](#)
- [Messages](#)

Inbox

- [Consultation](#)
- [Formal Application](#)
- [Correspondence](#)

Rating

- [Rate e-Service](#)

Home > Formal Application

Search

Status All

S/No	Submission No	Sign Location	Sub Date	Status	Sub-Status
1	FA/48/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Licence
2	FA/47/2014/11/14	22, GERALD CRESCENT	14/11/2014	Processing	Required Documents
3	FA/46/2014/11/14	22, GERALD CRESCENT	14/11/2014	Submitted	Pending Fee

◀ Page 1 of 1 ▶ Your Total Submission(s): 3

- User will be informed via email notification once licence is approved and generated by BCA.
- Sub-Status of Formal Application will show as “**Licence Generated**”.



Notes: ‘Status’ is used to display the application status as if the application is submitted , in processing or is closed. While the ‘Sub-Status’ displays the actions that are or needs to be performed by the applicant or by BCA, e.g. Require Documents, Pending Fee, Pending Licence etc.



BCA ALS Licence Generated [Submission No:FA/331/2014/11/14] Print Copy Email

BCA_ALS
to me

8:59 PM (0 minutes ago)

Dear Sir/Mdm,

We refer to your Submission No.: **FA/331/2014/11/14**.

Your licence has been successfully generated. Below are the licence details.

Licence Number: LN/2014/00017
Licence Start Date: 14/11/2014
Licence End Date: 27/11/2014

Attached is the copy of the licence.

For general assistance, please email to bca_enquiry@bca.gov.sg or call our contact centre at [1800-3425222](tel:1800-3425222) (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm, not including Public Holidays).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.

- Licensee may retrieve the copy of licence from the email notification received as shown in the above.
- User is able to download a copy of the licence from the link available in the “**Licence Detail**” under formal application summary as shown below:



Building and Construction Authority
We shape a safe, high quality, sustainable and friendly built environment.

Welcome Amrik

Log Out

Profile
My Profile
Change Password
Messages

Inbox
Consultation
Formal Application
Correspondence

Rating
Rate e-Service

Home > Formal Application >Summary

Print

Applicant Details

Type/ID:	UEN/Amrik	Name	Amrik
Registered Address:	23424,ANG MO KIO STREET 12,#23-2343,Parsir,123456	Mailing Address:	23424,ANG MO KIO STREET 12,#23-2343,Parsir,123456
Contact No:	9478057166	Email Address	amit.m@vismaad.com

Submission Details

Pre-Submission No: PA/322/2014/11/14

Submission Type: Formal Submission Submission No: FA/330/2014/11/14

Submission Date: 14/11/2014

Sign Submission No **Type** **Sign Duration** **Area/Sides/Signs** **5 sqm Exemption** **Renewal** **Signage Drawing**

ARN/401/2014/11/14	Unilluminated Signboard	14/11/2014 To 31/10/2015	6.72/1/1	No	Yes	View
ARN/402/2014/11/14	Illuminated Signboard	14/11/2014 To 31/10/2015	3.22/1/1	No	Yes	

Location Details

Address
22 GERALD CRESCENT -, GERALD GARDENS 799719

Payment Details

Mode	Status	Payment Date	Amount	Receipt/Cheque No	Bank Name	Download Receipt
Cheque	Verified	14/11/2014	49	986724561	POSB	Slip Download

Licence Detail

Licence Number	LN/2014/00015	Licence Type	Permanent
Description			
Condition			
Internal Remarks			
Start Date:	14/11/2014	End Date:	31/10/2015
Central	No	Town Council	No
CEA Agent	No	Download Licence	

Back

- Click on “Download Licence” link to download the Licence.



8.3. Correspondence

- Re-submission of documents/ attachments by user (e.g. Authorisation Letter) can be done by uploading it in correspondence section.
- Re-submission of documents/ attachments is communicated via **Emails Notifications** and in **Messages** under **Profile** section.
- Click on “**Correspondence**” under “**Inbox**” section as shown below to upload the required documents/ drawings.

Welcome Amit Mathur

Log Out

Profile

My Profile
Change Password
Messages

Inbox

Consultation
Formal Application
Correspondence

Rating

Rate e-Service

Home > Correspondence

Correspondence

version: 1.0

Module: Consultation

Type of Document: Sign Attachment

Reference No. *

Browse

File Description:

Save

Singapore Government
Integrity • Service • Excellence

Contact Info / Sitemap

- The following screen shot displays two correspondence modules ‘Consultation’ & ‘Formal Application’.



Welcome Amit Mathur

Profile Home > Correspondence version: 1.0

Inbox Correspondence

Rating

My Profile Consultation

Change Password Type of Document: Sign Attachment

Messages Reference No: *

Consultation Browse

Formal Application File Description:

Correspondence

Rate e-Service Save

- **Modules in dropdown list**
- Select one of the following modules which documents/ attachments are requested in accordance to the application process:
 - Consultation
 - Formal Application



- Each module has its own documents/ attachments type as shown below:
- **Consultation:**
 - a) Authorisation Letter
 - b) Sign Attachment

The screenshot shows the BCA ALS Correspondence module. The left sidebar has links for Profile, My Profile, Change Password, Messages, **Inbox** (which is selected), Consultation, Formal Application, Correspondence, Rating, and Rate e-Service. The main area shows a 'Correspondence' form with fields for Module (set to 'Consultation'), Type of Document (set to 'Authorisation Letter'), Reference No. (empty), File Upload (with a 'Browse' button), and File Description (empty). A 'Save' button is at the bottom. The top right shows the Singapore Government logo and links for Contact Info and Sitemap.

- Email notification received on the re-submission of the authorisation letter is as shown below:

The email subject is 'BCA ALS Consultation - Resubmit Authorisation Letter [Consultation No.:PA/205/2014/8/8]'. The email body starts with 'Dear Sir/Mdm,' and provides instructions for resubmitting the letter. It includes a numbered list of steps, a URL, and contact information. The email was sent at 8:50 PM (0 minutes ago) to 'me'.

Dear Sir/Mdm,

With reference to your consultation, kindly refer to the below given details for more information.

Need to resubmit authority letter

To submit the new authorisation letter follow the below given steps:

- 1) Click [Here](#)(If this link doesn't work for you, paste the below given URL into your browser address bar.) http://10.201.4.95/ALS_ InternetPortal/Correspondence/Correspondance
- 2) Login to the BCA ALS using your login credentials.(If you have already login, please ignore this step.)
- 3) Select Module >> Consultation
- 4) Select Type of Document >> Authorisation Letter
- 5) Enter your reference No: PA/205/2014/8/8
- 6) File Upload: select and upload the new authorisation letter.
- 7) File Description >> Enter your remarks/ authorisation letter description.
- 8) Press 'Save' to complete the process.

For clarifications, please call our contact center at 1800-3425222 (Monday-Friday: 8.30am to 12.30pm, 1.30pm to 5.00pm).

Thank you.

Yours faithfully,
Building Plan and Advertisement Licensing Department
Building and Construction Authority

* This is a system-generated acknowledgment. Please do not reply to this email.



- The email notification states the steps to follow in order to upload the authorisation letter.
- The Reference No. is stated in the message or email notification.
- In this email notification, the reference no. is (e.g. PA/205/2014/8/8).



- Key in the details and upload the new authorisation letter by clicking “Browse” button.

The screenshot shows the ALS user interface. On the left is a vertical navigation menu with options: Profile (My Profile, Change Password, Messages), Inbox (Consultation, Formal Application), Correspondence, and Rating (Rate e-Service). The main content area has a header "Correspondence" and a "version: 1.0" indicator. It contains fields for Module (set to Consultation), Type of Document (set to Authorisation Letter), Reference No. (SSN/157/14/11/2014), and File Upload (a file named [2014_11_14]_[2035]_Authorisat, with a "Delete" button). Below these is a "Required Documents" section and a "File Description" field. At the bottom is a blue "Save" button.

- a) Click the “Save” button. Message for successful submission is displayed if document is submitted successfully otherwise error message will be displayed.
- b) **Formal Application:**
- c) Sign Attachment
 - To upload sign attachment same procedure as above is to be followed.
 - Upload sign attachments after keying in all the details.
 - Click on “Save” button
 - On successful submission is confirmed in pop-up message.
 - Unsuccessful submission is notified with errors message.
 - The application status is updated accordingly.